



**OVER \$500 ONLY**

Indicate Program:

**Henderson Knox Mercer Warren ROE #33**  
2020-2021 ASSET PURCHASE ORDER

Date \_\_\_\_\_

Charge Card

Other (Explain)

Description of Purpose:

Ship to:

Supplier Name:

Address:

Phone/Fax:

**Complete Prior to Turning in to Bookkeeping**

Asset Tag #:

Serial (S/N) #:

| Item Name | Brief Description of Item | How Many | Cost  |
|-----------|---------------------------|----------|-------|
|           |                           |          |       |
|           |                           |          |       |
|           |                           |          |       |
|           |                           |          |       |
|           |                           |          |       |
|           |                           |          |       |
|           |                           |          | Total |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Regional Superintendent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Not Approved

Updated 07/02/2020

**ROE USE Only**

Function Number \_\_\_\_\_

Object Number \_\_\_\_\_